

**DEPARTMENT OF CHILDREN AND FAMILIES**

**JOB OPPORTUNITY**

Utilization Review Nurse

Full-Time (80 hours bi-weekly)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Albert J. Solnit Children's Center – North Campus in East Windsor, CT

**Hours:** Monday through Friday 8:30 am - 5:00 pm

**Salary:** \$64,435.00 - \$87,338.00 annually

**Closing Date:** 04/29/2015

**Posting Number:** VB106351N

**Examples of Duties:** Duties include but are not limited to: managing referrals, scheduling and facilitating pre-placements and admissions, ensuring certificate of needs/ongoing utilization reviews, insurance/billing processes, maintaining program census, and quality assurance and data collection activities, such as designing reports and collecting data. Experience working with youth with complex behavioral health needs and conducting utilization reviews preferred

**Experience and Training:**

General Experience: Three (3) years experience as a registered professional nurse.

Special Experience: One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut.

**Note:** The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

**Application Instructions:** Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. Interested applicants must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

**Albert J Solnit Children's Center – South Campus  
915 River Road, Middletown, CT 06457  
Attn: Jasmyn Raymond - Human Resources**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.